

LPMT EXECUTIVE COMMITTEE AGENDA

JUNE 3, 2004

Conference Call

3:00-3:05 Welcome/Approval

Approve May 2004 minutes (Carole)

3:05- 3:10 Reminder

In-person meeting is on Friday, July 9, 2004 in Los Angeles at the Ramada LAX North (do not go to the South). Breakfast/social hour from 10-10:30. Meeting to begin promptly at 10:30. Lunch at 1 p.m. Meeting concludes at 4 p.m. We will have a visit from David Bennett of AmBusi (Carole)

3:10-3:15 Introduction

Introduction of all attendees: 30 seconds each

3:15-3:25 Treasurer's Report (A.J.)

3:25-3:40 Various announcements

1. Profile page/Threaded discussion
2. Selling products on our site-in our private area
3. LegalTech West June 8 and 9 in Los Angeles. Carole has all booth materials (and new posters). Need members to staff booth. The following are staffing the booth: Annette-9th, Jim-both days, Ed P-both a.m.s/Larry-will let me know (Carole)
4. BL Aug issue Update
5. Law.com /The Recorder update re: LPMT co-sponsorship of their September 21, 2004 Technology seminar at the Hyatt Regency SF. \$500 BL ad sold. (Carole and Ed)
6. The Advocate Magazine's Editor learned about LPMT at LegalWorks and joined. Wants to license BL articles. (Carole)

3:40-4:45 Sub-committee Reports

3:40-3:50 By-Laws

1. Discuss and vote on new proposed policies with focus on guidelines for Special Advisors/Liaisons and attendance rules. Discuss "good cause." (Deana and Peter).

3:50-4:00 Special Projects

1. Free-standing seminar Sept. 9, 2004 report re: final agenda/speakers, sponsors, etc. (Richard, Ed, Carole).

2. Reinstatement of LPMT for MCLE credit: Report re: May 21 meeting in SF (Jim & Ed).

4:00-4:10 **Vendor**

1. Member Benefits List: letter sent to participating vendors w/ Bottom Line (Alex)
2. Advertisements in The Bottom Line newsletter (Russ)
3. Should we charge vendors to place their Member Benefit link on LPMT's website? (Carole and Alex)
4. Website advertising ad rate sheet: no one responded to ad rates suggested by Russ/need to approve rates and vote. (Carole)

4:10-4:20 **Website**

1. Our LPMT page on the Bar's site gets updated the 2nd week of the month (next mo) so Mark is adding info re: LPMT Fresno Sept. 9 seminar; LPMT sponsorship of LegalTech West (June 8 and 9) and The Recorder seminar (Sept. 21) (with their discounts to LPMT members); and the updated member benefit vendor list. Anything else?

4:20-4:30 **Newsletter**

1. Articles and MCLE quizzes needed/deadline reminders
2. In BL Aug issue we will insert the following: Law Tech News--free subscription form and Small Firm Biz discount subscription form; LPMT Fresno Sept. 9 seminar; LPMT sponsorship of The Recorder seminar and their discount to LPMT members and the updated member benefit vendor list. (Carole)

4:30-4:40 **Education**

1. Annual meeting: Schedule of seminar "assistants" (Neal)

4:40-4:50 **Long Range Planning (Marcia)**

4:50-5:00 **Membership**

5:00 **New Business and Adjourn by 5:00 p.m.**